



MARIPOSA COUNTY

Human Resources · (209) 742-1379



RESOLUTION - ACTION REQUESTED 2018-532

MEETING: November 13, 2018
TO: The Board of Supervisors
FROM: Kimberly Williams, Human Resources Director
RE: Approve Amendment to the Jail Sergeant Job Description

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the Jail Sergeant job description by re-titling the classification to Custodial Sergeant effective immediately. Changing the title of the Jail Sergeant classification to Custodial Sergeant will be more in line with Penal Code section 830.1 pertaining to those peace officers in custodial assignments who have the responsibility of maintaining the operations of a county's custodial facility.

There are other minimal changes to the job description that are being recommended such as class title changes. For example, "Jail Officer" is referenced in the body of the Custodial Sergeant job description. "Jail Officer" is now titled "Custodial Deputy." Making this change in the Custodial Sergeant job description will ensure that the proper classification is referenced.

The Sheriff's Management Association is agreeable to the re-titling of the Jail Sergeant classification to Custodial Sergeant.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors approved the title change of Jail Officer to Custodial Deputy by Resolution No. 17-146. From time to time, the Board of Supervisors approves amendments to job descriptions when necessary.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action as proposed; the title of this custodial classification will remain as Jail Sergeant.

FINANCIAL IMPACT:

N/A.

ATTACHMENTS:

Custodial Sergeant (DOC)

Resolution - Action Requested 2018-532

RESULT: **ADOPTED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

CUSTODIAL SERGEANT

DEFINITION

To supervise the day-to-day operations and activities of custodial deputies working an assigned shift at the County jail facility and to supervise and participate in jail operations as required. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, schedule, supervise and formally evaluate the work of assigned personnel. This job class functions at a first-line supervisory level of classification and exercises responsibility for supervising and participating in all aspects of jail operations to include the booking, fingerprinting, and processing of suspects and prisoners into and out of the county jail facility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Jail Lieutenant or the Sheriff.

Exercises lead direction and/or supervision over custodial deputies.

EXAMPLES OF ESSENTIAL FUNCTIONS

Supervises county jail operations and custodial deputies involved in the processing, care and detention of prisoners.

Supervises and participates in the booking, fingerprinting, photographing, and processing of prisoners into and out of the county jail facility.

Trains, assigns, schedules, supervises and formally evaluates the work of custodial deputies.

Inspects the jail for proper security and supervises the proper maintenance of jail facilities.

Assists in establishing and implementing systems and procedures for the booking, care, detention, release and transport of prisoners.

Acts as property clerk and work furlough supervisor.

Conducts and/or supervises the conduct of cell searches.

Coordinates the transport of prisoners to and from jail, doctor's appointments, hospital, court, and other agencies.

Performs all duties of a custodial deputy as required.

Acts as information source regarding jail operations.

Reviews, prepares, and processes a variety of reports related to jail operations.

Testifies in court.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Care and custody of prisoners.

Federal, state, and local laws regarding jail operations.

Supervisory principles and practices.

Record keeping and report writing methods.

Ability to:

Train and supervise the work of subordinates in the secure and safe processing, care and handling of prisoners.

Communicate effectively in both oral and written forms.

Establish and maintain accurate records and prepare reports.

Maintain discipline and orderly conduct among inmates.

Read, interpret, understand and apply laws, rules, and other policies with sound judgment.

TYPICAL WORKING CONDITIONS

Work is performed in a smoke-free jail environment and correctional facility and external environments with exposure to inclement weather and varying temperatures. Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, exposure to noise, chemicals, bodily fluids, infectious diseases and potentially hostile, violent, uncontrollable, and life-threatening situations.

TYPICAL PHYSICAL REQUIREMENTS

Ability to sit, stand, walk, run, kneel, crouch, bend, stoop, squat, twist, lift, and climb, physically restrain persons, conduct activities on uneven surfaces under various environmental conditions, lift and move with help objects weighing over 100 pounds, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; use of office equipment including computers, telephones, calculators, typewriters, copiers, and fax machines; may require ability to use special equipment including transport vans, cameras, two-way radios, handcuffs and waist/leg chains, firearms, special locks and keys, protective body gear, impact batons, and pepper spray.

MINIMUM QUALIFICATIONS

Education:

Graduation from high school or GED equivalent.

Experience:

Two years of work experience in a jail system requiring daily supervision of prisoners.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of a certificate of completion of P.C. 832 class.

Possession of a valid CPR/first aid certificate.

Ability to obtain a valid Supervisory certificate as issued by the State of California within a period of twelve months.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Revision date: 1/06 (B/S Res. 06-15+)

Revision Date: 02/06 (B/S Res. 06-73); 11/18 (B/S Res. 18-532)